



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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## General Position Information

**Job Title:** 20750- Senior Security Advisor - GS-15

**Salary Range:** \$131,767 - \$161,900 (not applicable for detailees)

**Vacancy Open Period:** 2/27/2017 – 2/27/2018

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** NCSC/SSD

**Duty Location:** Bethesda, MD

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

\*\*\* OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration\*\*\*

## Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade as the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:



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- Current ODNI cadre.
- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
  - Current Federal Government employees.

## **Salary Determination**

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## **Component Mission**

The mission of the National Counterintelligence & Security Center is to lead and support the counterintelligence and security activities of the US Government, the US Intelligence Community, and US private sector entities who are at risk of intelligence collection, penetration or attack by foreign and other adversaries.

## **Major Duties and Responsibilities (MDRs)**

- Serve as senior technical advisor to the National Counterintelligence and Security Center (NCSC) and the DNI for Security Executive Agent (SecEA) personnel security policy and program management.
- Lead the planning, development, and advancement of a broad range of SecEA personnel security policies, processes, and procedures and communicate this information across the USG and Intelligence Community (IC).
- Serve as the ODNI liaison to the Suitability and Security Clearance Performance Accountability Council (PAC) Program Management Office (PMO) and represent ODNI/NCSC on interagency working groups and forums.
- Manage and oversee the Cross-Agency Priority Goal for Insider Threat and Security Clearance Reform activities for ODNI and SecEA for reporting on performance.gov and ensures ODNI compliance with PAC/SecEA strategic goals.
- Manage the interagency SecEA Advisory Committee to inform and update stakeholders on SecEA priorities and strategic goals; and manage SecEA outreach activities to foster an environment of partnership, transparency and collaboration with key stakeholders, congressional staff and GAO.



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- Lead the planning, preparation, and presentation of high level briefings, position papers, policy documentation, reports, and other information to the PAC, ODNI senior leadership, Federal Partners, and other major stakeholders on issues related to personnel security policies and standards.
- Lead, plan, and conduct meetings with senior PAC and ODNI leaders to provide advice, guidance, and structured recommendations on matters relating to SecEA personnel security policies, standards, and procedures.
- Represent the ODNI/NCSC position on key personnel security policy issues and advocate on behalf of the SecEA/ODNI at interagency working groups, conferences and other public forums.
- Maintain solid professional relationships with Executive Branch colleagues, IC security experts, senior USG staff, PAC PMO and ODNI leaders across government and industry to enable transparency, collaboration and support to address emerging, transformational SecEA and PAC priorities.
- Oversee, guide, and monitor the governance structures to ensure decisions are made through the appropriate fora and disputes are resolved expeditiously.

## **Mandatory Requirements**

- Expert knowledge of personnel security and/or counterintelligence, as well as applicable federal laws, Presidential Directives, Executive Orders, and Intelligence Directives.
- Expert knowledge of and superior ability to develop and coordinate Security Executive Agent, IC and related USG personnel security policies, directives, and standard operating procedures.
- Superior ability to anticipate issues relevant to the IC and United States Government and recommend/implement needed actions.
- Superior written and oral communication skills and a superior ability to articulate complex national and intelligence issues to a wide audience, including the ability to develop policy products for the senior USG officials.
- Superior interpersonal, organizational, and problem-solving skills and a superior ability to work effectively both independently and in a team or collaborative environment.
- Superior ability to build and sustain professional networks and collaborate with both Executive Branch and IC management and staff to continuously improve products and service offerings.

## **Key Requirements and How To Apply**

### **Internal ODNI Candidates:**

A complete application package must include:



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- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_A\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamA@dni.ic.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (*Daniel J.*) and mcreaz@cia.ic.gov (*Zina M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **Current Federal Employees Applying for a Detail Assignment:**

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.



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## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3799.

## **What To Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## **Agency Contact Information**

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment\_TeamA@dni.gov

## **Other Information**

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. **IF YOU NEED A REASONABLE ACCOMMODATION** for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR**



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**APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**